State Accounting Office PeopleSoft Financials Upgrade

STEERING COMMITTEE MEETING MINUTES

DATE: 02/13/2006	**TIME/LOCATION:** **1:00 – 2:00 PM** **1004 WEST TOWER**
ATTENDEES:	**Present:** Lynn Vellinga (SAO), Tommy Hills (CFO), Jim Lientz (COO), Celeste Osborn (CFO Office), Russell Hinton (Audits), Paul Burkhalter (DNR), Wayne St. Claire, (GMS), Sue Aiken (OPB), John Sartain (DHR), Doris Parker (DPS), Andrea Fuller Ruffin (DCH), Kim Hinton (DCH), Jim Gates (IV&V), Tom Wade (GTA), Dana Russell (DOAS), Jim Sanregret (DHR), Ray Kauffman (OPB), Thomas Fruman (GTA), Bart Haberbosch, Sherrie Southern, Sunil Aluri, Betsy Prior (SAO), Tiffani Nevels (Accenture), Jeremie Peterkin (SAO), Frank Mara (DOAS-CGI) **Scribe:** DeVal Lott

AGENDA	
AGENDA ITEM	**TOPIC**
A1.	• Close Out of Phase III Build Activities
A2.	• Upcoming Activities for Phase IV – Test & Deploy

DISCUSSION	
AGENDA ITEM	**MAIN POINTS, CONCLUSIONS/DISCUSSIONS, ISSUES, NEXT STEPS**
A1	**<u>Close Out of Phase III – Build</u>** **Key Accomplishments** • Integration of extended services into work effort. These services include significant new functions and financial processes such as: ➢ Revised Chart of Accounts ➢ Standardized Program and Allotment Ledgers ➢ Platform for standardized A/R Billing • Goal includes making PeopleSoft the system of record for the State of Georgia, and to create a single integrated system at go live. • Streamlined Banking Approach – Creation of a "To Be" model to be used for agency participation in 'conference room pilots'. • Allotment Process – Went through a detailed analysis and is a key piece to streamlined banking **Agency Participation** Approximately 20 agencies participated in the Fit Gap Sessions, and every agency had some level of participation in the Chart of Accounts review process. **Key Challenges** • PeopleSoft Lab Migration Delay – PeopleSoft Lab Services provided the analysis and approach to perform the task of moving the database from the previous version to 8.8.

The move was estimated by PeopleSoft to take six weeks, but took 20 weeks. This impacted the critical path schedule by 14 weeks.

- Integration of Extended Services – The analysis effort on extended services has taken longer than anticipated, but was necessary in the effort to better the State's business and aid in making PeopleSoft the system of record.

Actions to Mitigate Risk:

- Comprehensive re-planning exercise to determine best alternatives to maintain the project go-live date in July 2006, while maintaining critical functions.
- Rebuilt and Compressed Schedule
- Added Resources
- Deferral of non-critical scope areas that will be integrated in the future.
- Built Contingency Plan

Functions Considered for Deferral:	**Functions Deferred :**
• Consolidated Customer File • New GL Ledgers • COA Redesign • New Budget Ledgers • Streamlined Banking • Allotments • 3-way Matching • Consolidations-Fin.Reporting • Billing • Payment Predictor • HR/FIN Interface • PO Contract Modifications • Inter-Unit Accounting	• Consolidated Customer File - Deferred until approximately September 2006. • New GL Ledgers – This function must be performed at the beginning of a fiscal year. Requires change management be performed by the Agencies. More development time required. • 3-way Matching – Demand wasn't high on this functionality. Deferred until approximately September 2006 in pilot mode. • Consolidations – Financials Reporting Note: Billing may also be deferred if necessary.

The criteria considered in the deferral decision included:

- Minimal Agency Impact
- Not CNG Related
- Ability to free up Key Resources for testing, training, etc.
- Reduces Agency Change Management
- Reduces Overall Risk
- Improves Go-Live Success

A2

Key Activities Going into Phase IV – Test & Deploy

Focus on Upcoming Efforts:

- Testing – Test moves 2-5 to production in the lab (technical move from 7.02 to 8.8), functional testing (SAO Staff) and User Acceptance Testing (10 computers will be set aside for testing by agency personnel).
- Training – UPK Development, Train the Trainer education and end user training.
- Preparation for Roll-out – Will utilize agency readiness checklist detailing approximately 95 items to be ready for Go-live.
- Communications Campaign to prepare for Go-live.
- Post Go-Live Support – SAO staff will utilize labs for identified problem areas; a designated call in (bridgeline) number will be set up for access to SAO staff for sharing of problems, issues, etc.

Key Business Process Changes:

- Chart of Accounts Structure – Agencies may be required to do business differently due to the new structure.
- Budgeting Structure – OPB Requirement for program budgeting resulted in the new program chartfield. In additional several new chartfields were added to allow agencies more flexibility for reporting.
- Allotments Process – Requirement for streamlined banking.
- Billing (Pilot) - DOAS
- Streamlined Banking (Pilot) – Deferred to September 2006 with five agencies

Over the next six months, SAO will conduct a series of monthly educational sessions to discuss details of deployment and to provide information on key changes in business processes and practices. This effort will aid agencies in handling change management.

Involvement of Agencies:

- End User Testing – April/May 2006 timeframe – Agencies will be asked for assistance.
- Interfaces – File layouts sent to agencies in November 2005 communication, with updates sent in January. Deadline for test file is February 22, 2006.
- Preparation of Budgets for FY07 – recommended that agencies not change their budget organization structure this fiscal year. Contingency plan dictates that budgets be ready for deployment to either version 7.02 or 8.8 of PeopleSoft.
- Training Roll-Out – Train the Trainer communication went out the first week of February. Train the Trainer sessions begin in April 2006.
- Preparation for Year-End Close FY06 – the financial system will be closed in version 8.8. The 998 adjustment period will close the first week of August.

Notes:

- Budgets must be loaded into the BudgetNet system no later than May 31st and will then be imported into PeopleSoft financials. SAO will, therefore, offer special budget load training in an earlier timeframe than the other end-user training.
- Version 7.02 will be frozen at the end of June 2006. Deadline for entry of data into version 7.02 will be approximately June 26th.
- The Financials system will be down for 10 calendar days (5 business days) between June 30 and July 10.
- Interfaces will be suspended during the system down time. This will ensure that interface data is posting to proper accounting period. Have vendors hold ACH files and make sure they are in possession of the proper format.

Next Steps:

- Agency User Presentations/Meeting – Statewide meeting to be held on February 17, 2006 at the Capitol Education Center.
- Newsletter Communications – the most recent newsletter was communicated to the agencies the first week in February and is contained on the Upgrade Website. Issues will be published monthly.
- Scheduled Agency Change Champion meetings include:
  - March 16th - Roles and responsibilities, readiness assessment, interfaces and training.
  - April 12th – Transaction Cleanup in 7.02, Year End Close, freeze dates and contingency plans.
  - May 15th – Readiness Checklist, 8.8 start-up activities, conducting business during system down time.
  - June 8th – End User Training Checkpoint, go-live help desk, agency readiness checkpoint review.

- Agency Readiness Checkpoint Reviews to be held four times beginning on April 20th through June 15th. A progressive grading system will evaluate agency go-live readiness.
- Three detailed Agency Educational Meetings will be offered in February and March highlighting business process changes.

Readiness Assessment:

Evaluation criteria for readiness assessment contains 95 specific items in the following areas:

- Application
- Infrastructure
- Reports/Queries
- Training
- User Acceptance
- Communications
- Security
- Issues
- Risks
- Performance
- Operational Test
- Deployment Test
- Verification
- Contingency Plan

Each item has a target date, identified responsible party and defined measurement criteria.

Post Go-Live

Preparations for transition/support:

- Utilizing lessons learned from previous implementation to do a better job with post-go-live support.
- Start up activities include: interfaces files, backlogged transactions (since agencies cannot enter anything until the system comes back up), and batch processing.
- Payroll Schedules – get timing down for payroll and interface files to process without problems and/or conflicts. Payrolls will run during the financials system down time, but financial interfaces will not process until the system comes back up.
- FY2007 Open – Create calendars, opening account periods and update reversing transactions from June 2006. Also includes FY2007 recurring vouchers, journals and pay cycles.
- FY06 June and Year End Close – Both FY06 and FY07 will be open at the same time for backlogged transactions from prior year as well as new year transactions. Once GL entries are complete for June, the period will be closed.
- Training Labs – labs will be used for special processes.

Questions & Discussion

- There were questions and discussion concerning timing of the interface of payroll files and the year end close schedule.
- Question was asked as to whether agencies were aware of the new COA and budget structure. The group was informed that SAO has met with all agencies regarding COA. In other subject areas, a number of agency representatives were brought in for special meetings, and have met one on one with DTAE. The scheduled Agency Presentation on 2/17/06 will provide key agency personnel with more information.
- Discussion ensued regarding streamlined banking. It was stated that pilot agencies

	are participating in setting up the "To Be" model for roll out. The pilot agencies include SAO, Audits, DOAS, Pardons and Paroles and Banking and Finance. In addition, eight other strategic agencies are participating in creation of the model. They include DHR, Revenue, Natural Resources and Corrections.
	Meeting Adjourned